

Department: Department Of Agriculture
Agency: Office of the Secretary of Agriculture
Job Announcement Number: OSEC-09-247-CIP

Job Title: Natural Resources Outreach Specialist

Salary Range: 50,408.00 - 65,531.00 USD per year

Series & Grade: GS-0401-09/09

Open Period: Monday, August 31, 2009 to Friday, September 04, 2009

Position Information: Full-Time **Federal Career Intern**

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered: Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Targeted Work Environment(s)



Time in Career:

Attracting applicants who want a work environment that welcomes entry and different stages of career from novice to retiree.

Job Summary:

NOTE: This position is being filled under the Federal Career Intern Program (CIP). Additional information on the CIP is available at <http://www.opm.gov/careerintern/index.asp>.

Secretary Tom Vilsack created the People's Garden Initiative at a ceremony commemorating the 200th birthday of Abraham Lincoln. The implementation of this Initiative includes creating gardens at each USDA facility worldwide and assisting communities in building gardens in schools, community facilities, churches, vacant lots, and other appropriate areas. The incumbent of this position will provide outreach and education on agricultural and horticultural issues to promote and support the People's Garden Initiative.

Key Requirements:

Education
U.S. Citizenship
Background and/or Security Investigation required.

Major Duties:

The employee will serve as a Natural Resources Outreach Specialist, performing the following major duties:

- Overseeing all aspects of outreach and education for The People's Garden.
- Overseeing all aspects of volunteer participation, including recruitment, training, supervision, and scheduling; special event planning, coordination, organization and promotion; and public relations development through community education, involvement, and support.
- Working with federal, state, local, and/or tribal natural resources management agencies to develop plans to establish gardening projects.
- Performing public relations activities such as speaking at local meetings and participating in field trips.

Qualifications:

EDUCATION AND EXPERIENCE REQUIREMENTS: The following table shows the amounts of education and/or experience required to qualify for this position. The Office of Personnel Management's [Operating Manual: Qualification Standards for General Schedule Positions](#) will apply.

EDUCATION:

master's or equivalent graduate degree

or

2 full years of progressively higher level graduate education leading to such a degree

or

LL.B. or J.D., if related

SPECIALIZED EXPERIENCE:

1 year equivalent to at least GS-7

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and

grade-point average or class ranking. Application materials will not be returned. Submit proof of your education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated based upon the question responses you provide during a structured interview. In responding to structured interview questions you should be sure to site specific examples of experience, explain exactly what you did, and the outcome.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

You will be required to serve a probationary period of 2 years.

How To Apply:

If education is used to qualify for this position, please include sufficient information in your resume so you can be evaluated. You may mail a list of college courses that includes hours and grades to provide

detail.

Application mailed using government postage or through an internal federal government mail system will not be considered.

TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:

* **A resume or OF-612** (Optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>. **(NOTE: ONLY INCLUDE THE LAST FOUR DIGITS (**-**-1234) OF YOUR SOCIAL SECURITY NUMBER ON ANY DOCUMENTS YOU SUBMIT.)**

* The USDA Career Intern Program (CIP) application. The CIP application is available at <http://www.usda.gov/da/employ/CareerInternApplication.htm>.

AND

* Your most recent transcript.

Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.

APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.

We are sorry for any inconvenience that this may cause; however, due to mail being irradiated, we have no control over when we receive mail. The Human Resources Services Division staff wants to ensure that your application package is timely and is considered for further processing.

WHERE TO SUBMIT APPLICATIONS:

USDA-DA-OHCM-DHRD

ATTN: HR Assistant

ANNOUNCEMENT NO: OSEC-09-247-CIP

STOP 1921, ROOM 2-W, JLW

1400 INDEPENDENCE AVE., SW

WASHINGTON, DC 20250-1921

Contact Donna Carter at (202) 720-5806 for additional information.

Contact Information:

Donna Carter
Phone: 202-720-5806

Or write:
Department of Agriculture
1400 Independence Avenue, SW
Room 2-W, STOP 1921
Washington, DC 20250
US

What To Expect Next:

Applicants may be notified by mail or email of the status of this job. Applicants are asked to give an email address in order to receive a response regarding the status of this job.

EEO Policy Statement: http://www.usajobs.gov/vacancy/vac_eeo.asp

Reasonable Accommodation Policy Statement: http://www.usajobs.gov/vacancy/vac_reas_acc.asp

Veterans Information: http://www.usajobs.gov/vacancy/vac_vet_info.asp

Legal and Regulatory Guidance: http://www.usajobs.gov/vacancy/vac_legal_regulatory.asp

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